CHILDREN'S LIBRARY

FTLC HOMEWORK CENTER

FTLC CAREER CENTER

FTLC LITERACY CENTER

BROWSING

PERIODICAL COLLECTION

CIRCULATION SERVICES

LIBRARY ENTRANCE

AUDIO-VISUAL LIBRARY

LOCAL HISTORY & GENEALOGY

PUBLIC MEETING ROOMS

FICTION COLLECTION

YOUNG ADULT LIBRARY

ADMINISTRATION

STAFF SERVICES

REFERENCE SERVICES

NONFICTION COLLECTION

TECHNICAL SERVICES

GENERAL BUILDING SERVICES

LEGEND:

DIVISION — LIBRARY DIVISION

▲ PUBLIC ENTRY

△ STAFF ENTRY

ADJACENT

CLOSE

PROXIMITY

(NO LINE) AWAY

SPATIAL RELATIONSHIPS : ALL LIBRARY DIVISIONS

Administration

The library's administrative offices need to be accessible to the public, but they do not need to be located in prime floor space. In a building this size, administration is best located in a somewhat remote area, even on a secondary floor, but relatively close to elevators and stairs leading to the main entry. Administration should also be located in proximity of the staff lounge and the staff entrance.

CLOSE:

        Circulation Services
        Staff Services

    *****   "This Division implements and supports the staffing levels
           identified in the Plan of Service."

Audio-Visual Library

Many patrons will enter the Audio-Visual Library from either the Browsing or from the main entrance of the library after passing by the circulation desk. The AV library should be in the proximity to the Young Adult Services since young adults are often attracted to AV materials. Further, the AV Library should be relatively close to the Children's Library so that parents can browse here after dropping their children off in the Children's Library.

ADJACENT:

        Browsing
        Periodicals Collectio

CLOSE:

        Children's Library
        Circulation Services
        Library Entrance

PROXIMITY:

        Young Adult Services

    *****   This Division implements the following goals:

      1)   " People of all ages in Fontana will have the resources
          and services to enhance their personal, recreational,
          business, career and lifelong learning goals."

      2)   "The Fontana community will have equal access to
          information and resources in the Library, as well as
          remote access from home, school, or business."

When patrons enter the library, they should be able to see and have immediate access to the Browsing collection. Many will enter this area, select a new book and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area and then go on to other areas of the library, most notably the audio-visual and fiction collections.

Another typical pattern is for a parent to enter the library, drop their child off in the Children's Library and then return to Browsing to select a book for themselves. It is highly desirable to have the Children's Library visible and close to Browsing so that parents can keep an eye on their children's activities while they are browsing through the new books.

Patrons will also enter the library and browse in the new books display area, and then go on to the fiction collection to select additional books before returning to the circulation desk and subsequently leaving the library.

ADJACENT:

    Audio-Visual Library

    Periodicals Collection

CLOSE:

    Children's Library

    Circulation Services

    Library Entrance

****** This Division implements the following goals:

1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."

Children should not have to traverse any part of the adult library to get to the entrance of the children's library. The entrance to the children's library should be just inside the security system and very near the circulation desk. When children and parents come out of the Children's Library, they should literally run into the circulation desk. This relationship will facilitate the circulation of children's books.

The entrance to the children's library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still keep a watch on their children in the Children's Library.

CLOSE:

Audio-Visual Library
Browsing
Circulation Services
Library Entrance

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

****** This Division implements the following goals:

1) " People of all ages in Fontana will have the resources
   and services to enhance their personal, recreational,
   business, career and lifelong learning goals."

2) "The Children and Young Adults of Fontana will have
   the resources and services they require to augment
   their educational needs."

Circulation Services

The Circulation Desk and Book Drop locations should be centrally located so that all library patrons must pass through these areas when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library

Periodicals Collection

Browsing

Children's Library

F.T.L.C. (Family Learning & Training Center)

PROXIMITY:

Fiction Collection & Seating

Non-Fiction Collection & Seating

Reference Collection & Seating

Young Adult Collection & Seating

******* "This Division implements the Plan of Services by affirming the County Library's "Vision Statement" that there is a commitment to state of the art technology to support and enhance Library resources and services".

Fiction Collection

The fiction collection should be easily accessible from the front entry of the library. For the most part, patrons enter the fiction collection after passing through the security gates and/or the new book display. Many of the library patrons are exclusive fiction readers, and will exit the library via the circulation desk immediately upon making a selection in the fiction book stacks.

PROXIMITY:

Reference Services

Non-Fiction Collection

Young Adult Services

Circulation Services

****** This Division implements the following goals:

1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

General Building Services

Some of the custodial services will be spread throughout the building as non-assignable square footage in the form of custodial sink and supply closets. However, the majority of the space in this division will be best located in the "back of the house" areas of the library.

PROXIMITY:

Technical Services ✓

AWAY:

Most All Public Services ✓

Homework Center

The homework center may require longer operational hours than the library and so it should be close to the Library Entrance for ease of access.

WITHIN: F.T.L.C. (Family Learning & Training Center) ✓

ADJACENT:

FTLC - Literacy Center ✓
FTLC - Career Center ✓

CLOSE:

Library Entrance ✓
Public Rest Rooms ✓

****** This Division implements the following goals:

1) "The Children and Young Adults of Fontana will have
the resources and services they require to augment
their educational needs."

Library Entrance

The Library Entrance division is essentially a "pass through" space which patrons will use when visiting both the library proper as well as the public meeting rooms. As such, it should be located centrally between the library proper and the public meeting room division to allow access to both in a convenient and efficient manner. The Library Entrance division must be able to be locked off and separated from the library proper so that the meeting rooms and ancillary services can be accessed separately and utilized when the library is closed.

ADJACENT:

Circulation Services ✓
Public Meeting Rooms ✓

CLOSE:

Audio-Visual Library ✓
Browsing ✓
Children's Library ✓

AWAY:

General Building Services ✓

The literacy center will require longer operational hours than the library and so it should be close to the Library Entrance for ease of access.

WITHIN: FTLC - Family Learning & Training Center ✓✓

ADJACENT:
        FTLC - Homework Center ✓
        FTLC - Career Center ✓
CLOSE:
        Library Entrance ✓
        Public Rest Rooms ✓

****** This Division implements the following goals:

1) "The Fontana Community will be able to access
    information utilizing the most current technology within
    the Library or from remote locations."

2) "Fontana adults and families will have the opportunity to
    participate in literacy tutoring to improve their Illiteracy
    and computer skills."

Local History Collection

The only relationship for this division is that it should be close to the Reference Services.

CLOSE:
        Reference Services ✓

This Division implements the following goals:

1) "The Fontana Community will benefit from a dynamic
    Library that encourages and develops a sense of
    community and recognizes it's cultural and historical
    heritage."

The major spatial relationship for the Non-Fiction Collection is that it be very close to the Reference Services division. While using the Non-Fiction Collection, library patrons will usually consult one of the library's On-Line Public Access Catalogs (OPAC) in the Reference Services division before heading for the non-fiction collection.

One of the more common scenarios is a library patron entering the library and proceeding to the OPAC, consulting the catalog and then going to the appropriate section of the Non-Fiction Collection to find one or more books. Patrons will then either sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the library's staff to assist them during their search for information. Further, the library's staff will have frequent need to access the non-fiction collection while answering reference questions as well as taking patrons to the non-fiction collection from the reference desk to help them find books on a specific subject.

CLOSE:
> Reference Services √

PROXIMITY:
> Fiction Collection √
> Young Adult Services √

AWAY:
> Children's Library √

******* This Division implements the following goals:

1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."

3) "The Fontana Community will be able to access information utilizing the most current technology within the Library or from remote locations."

In some libraries, the current magazines and newspapers are in the front of the library near the new books. While this is perfectly workable, it is equally acceptable to house the current magazines and newspapers most anywhere in the adult library as long as the public can find them relatively easily and the space is relatively quiet to allow sustained reading. Access to the reference division is important for back-issue periodicals older than the most recent 6 months. The periodicals division should also be in proximity of the circulation desk so that staff can assist patrons in their literature searches.

ADJACENT:
      Browsing ✓
      Audio-Visual Library ✓

CLOSE:
      Circulation Desk ✓
      Back Issue Periodicals ✓

PROXIMITY:
      Library Entrance ✓

      ******* This Division implements the following goals:

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    2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."

    3) "The Fontana Community will be able to access information utilizing the most current technology within the Library or from remote locations."

Public Meeting Rooms

The major spatial relationship of the Public Meeting Rooms division is the Library Entrance division. Since the public meeting room complex will frequently be open when the rest of the library proper is closed, access must be provided through the main lobby to the meeting and conference rooms as well as the rest rooms without compromising the library's security.

ADJACENT:
      Library Entrance ✓

      ****** This Division implements the following goals:

    1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

Patrons who are searching for answers to their informational questions will often enter the library and proceed directly to the Reference Services division. These individuals will most often be headed first to the OPAC, then the reference desk and finally the reference collection. Because of this, patrons should have to pass by the OPAC before they arrive at the reference desk. It is highly desirable to have the reference desk and OPAC visible from just inside the entrance to the library proper and at the end of the main circulation traffic pattern into the library. Once having consulted the OPAC and the reference staff, these patrons may subsequently visit the reference collection as well as the technology workstations while searching for answers to their questions.

The Non-Fiction Collection has a strong spatial relationship with the Reference Services division. These two divisions must be very close for the library to function effectively. While there is a reader's advisory relationship between the fiction collection and reference services, it is not as strong as the relationship between the non-fiction collection and reference. The Reference Services division should also be close to the special collections so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to be introduced by staff to the reference tools in the library. The periodicals collection should be in the proximity of the reference division so that reference staff can assist patrons who are searching for back-issue periodicals which are housed in the reference workroom. The reference division should be as far away from the children's library as possible because noise generated from the children's library will disturb the concentration of patrons.

CLOSE:

        Local History & Genealogy
        Non-Fiction Collection
        Fiction Collection
        Young Adult Services

PROXIMITY:

        Circulation Services

AWAY:

        Children's Library

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2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."

3) "The Fontana Community will be able to access information utilizing the most current technology within the Library or from remote locations."

Staff Services

The Staff Services Division should be removed from the public areas of the library. It is a prime candidate for location in the "back of house" areas of the library. This division should be in the general proximity of the administration or at least easily accessible from there. It must also be accessible to all staff areas of the library, but not easily accessible to the public.

PROXIMITY:
> Reference Services
> Technical Services

Technical Services

In a building this size, the Technical Services are best located in the "back of the house" or on a secondary floor, but close to elevators and stairs leading to the Shipping and Receiving and Loading Dock area. A direct freight elevator connection between the two is ideal. The Technical Services division should also be located in proximity of the Staff Lounge and Entrance.

PROXIMITY:
> General Building Services
> Staff Services
> Information Technology Department-Computer Room

Young Adult Services

The Young Adult Services (YA) division should have a close access to the Audio-Visual Library since young adults will be heavy users of this collection. Yet a library of this size should be able to provide a separate and secluded area designated for teens only - a multimedia area for young adults to enjoy their selection- since this is an area that may generate more noise than other AV collection and seating. The Circulation Services division should have clear visual sight line so that staff in circulation can supervise the youths. This division should be in the proximity of the Reference Services division since these youth need to be encouraged to begin to make use of reference materials and have contact with the library reference staff. However, this division should not be located too close to reference because the noise generated from the YA division may disturb the patrons in reference who are seeking quiet for study or research activities that require concentration. The young adult area should not be located near the children's library or it will simply not be used by the youth it is intended to serve since youth of this age are trying to separate themselves from the image of being 'children'.

CLOSE:
> Reference Services
> Fiction Collection

AWAY:
> Children's Library

The career center may require longer operational hours than the library and so it should be close to the Main Library Public Meeting Rooms Entrance for ease of access.

WITHIN:

FTLC - Family Training & Learning Center.

ADJACENT:

FTLC - Homework Center

FTLC - Literacy Center

CLOSE:

Library Entrance

***** This Division implements the following goals:

1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

End of Report

Division Name

Space Name
Description/Detail Data

ADMINISTRATION

Administrative Rest Room

It would be useful to have it close to the Conference Room.

CLOSE:
>Conference Room

PROXIMITY:
>Administrative Staff Office
>Regional Manager's Office
>Branch Manager's Office
>District Librarian

Administrative Staff Office

This space must be adjacent to the reception and waiting room since the secretary will often greet visitors and usher them into the branch manager's office, and regional manager's office. This space should also be adjacent to the copy/printing/fax area. This office should be relatively close to the conference room to facilitate assistance during meetings.

ADJACENT:
>Branch Manager's Office
>Regional Manager's Office
>Reception & Waiting Area
>Copy/Printing/Fax

CLOSE:
>Conference Room
>Business Office
>District Librarian

PROXIMITY:
>Administrative Rest Room
>Kitchenette

ADMINISTRATION

Branch Manager's Office

The branch manager's office must be adjacent to the administrative staff office, the conference room as well as the regional manager's office. In addition, it would be appropriate to locate this office close to the reception and waiting area as well as business and District Librarian's offices.

ADJACENT:

      Administrative Staff Office

      Regional Manager's Office

CLOSE:

      Conference Room

      Business Office

      Reception & Waiting Area

      District Librarian's Office

PROXIMITY:

      Administrative Rest Room

Business Office

The business office should be close to the administrative staff office, branch manager's office, regional manager's office, the reception and waiting area as well as the District Librarian's office. There will be much information about the library's finances that these individuals will want to communicate to one another, and this process will be expedited if their offices are close to one another.

ADJACENT:

      District Librarian's Office

      Administrative Staff Office

CLOSE:

      Branch Manager's Office

      Regional Manager's Office

      Reception & Waiting Area

      Copy/Printing/Fax

      Conference Room

PROXIMITY:

      Administrative Rest Room

      Kitchenette

ADMINISTRATION

Conference Room

The conference room must be adjacent to the regional manager's office, branch manager's office and the kitchenette. It should also be close to the administrative rest rooms, administrative staff office, copy/printing/fax area and the reception and waiting area.

CLOSE:
> Copy/Printing/Fax
> Reception & Waiting Area
> Regional Manager's Office
> Branch Manager's Office
> District Librarian's Office
> Administrative Staff Office

PROXIMITY:
> Administrative Rest Room
> Kitchenette

Copy/Printing/Fax

The space must be immediately adjacent to the administrative staff office. It must also be close to the receptionist and business office.

ADJACENT:
> Administrative Staff Office

CLOSE:
> Reception & Waiting Area
> Business Office
> District Clerk (Joint-Use)
> District Librarian's Office
> Branch Manager's Office

PROXIMITY:
> Conference Room

ADMINISTRATION

District Clerk (Joint-Use)

This space must be adjacent to the reception and waiting room since the secretary will often greet visitors and usher them into the branch manager's office, and regional manager's office. This space should also be adjacent to the copy/printing/fax area. This office should be relatively close to the conference room to facilitate assistance during meetings.

ADJACENT:
> District Librarian's Office
> Branch Manager's Office
> Copy/Printing/Fax

CLOSE:
> Reception & Waiting Area
> Conference Room
> Business Office
> Regional Manager's Office

PROXIMITY:
> Administrative Rest Room
> Kitchenette

District Librarian's Office - Joint-Use Coord.

The office should be close to the administrative staff office, regional manager's office, the branch manager's office, the reception and waiting area.

ADJACENT:
> District Clerk
> Administrative Staff Office

CLOSE:
> Copy/Printing/Fax
> Business Office
> Regional Manager's Offic
> Branch Manager's Office
> Reception & Waiting Are

PROXIMITY:
> Administrative Rest Room
> Conference Room

Kitchenette

Refreshments should be able to be served from the kitchenette directly to the conference room.

CLOSE:
> Conference Roon

PROXIMITY:
> Administrative Staff Offices

Space Name
Description/Detail Data

ADMINISTRATION

Reception & Waiting Area

This space should be adjacent to the staff office. It should be close to the conference room, regional and branch manager's office as well as the business and District Librarian's office. The reception and waiting area, as well as the administrative office complex in general, should be in the proximity of the staff entrance and lounge, or at least access to these areas should be relatively easy.

ADJACENT:

        Administrative Staff Office

CLOSE:

        Regional Manager's Office
        Branch Manager's Office
        Conference Room
        Business Office
        District Librarian
        Copy/Printing/Fax

PROXIMITY:

        Staff Entrance
        Staff Lounge

Regional Manager's Office

The regional manager's office must be adjacent to the administrative staff office as well as the branch manager's office. It should be close to the business and the District Librarian's office, reception & waiting area and conference room.

ADJACENT:

        Administrative Staff Office
        Branch Manager's Office

CLOSE:

        Business Office
        District Librarian's Office
        Reception & Waiting Area
        Conference Room

PROXIMITY:

        Administrative Rest Room

AUDIO-VISUAL LIBRARY

Adaptive Technology Visually Disabled

This space should be just off the main traffic pattern extending from the library entrance and circulation desk into the main part of the library.

ADJACENT:

    AV Collection & Seating
    New Book Display
    AV Storage Room

CLOSE:

    Information Desk
    Circulation Desk
    Public Entrance & Lobby
    Young Adult Collection & Seating

PROXIMITY:

    Circulation Services

AWAY:

    Non-Fiction Collection & Seating
    Reference Collection & Seating

AV Collection & Seating

This space should be just off the main traffic pattern extending from the library entrance and circulation desk into the main part of the library.

ADJACENT:

    New Book Display
    Current Magazines & Newspaper Display & Seating
    Adaptive Technology Visually Disabled

CLOSE:

    Children's OPAC & Entrance
    Circulation Desk
    Information Desk
    Public Entrance & Lobby

PROXIMITY:

    YA Collection & Cyber Cafe

AWAY:

    Non-Fiction Collection & Seating
    Reference Collection & Seating

AV Storage Room

This space should be just off the main traffic pattern extending from the library entrance and information desk into the main part of the library.

ADJACENT:

    Adaptive Technology Visually Disabled

CLOSE:

    AV Collection & Seating
    Circulation Desk

AWAY:

    Non-Fiction Collection & Seating
    Reference Collection & Seating

BROWSING

New Book Display

The new book display area should be HIGHLY VISIBLE, and should be just to one side of the main traffic pattern in and out of the library. The children's library should be relatively close to the new book display area and visible from it. The new book display should be very close to the AV collections and seating since many times patrons will browse for both new books as well as new AV materials during the same visit to the library.

ADJACENT:
  AV Collections & Seating
  Current Magazines & Newspaper Display & Seating

CLOSE:
  Children's Library
  Circulation Desk
  Information Desk
  Library Entrance

AWAY:
  Non-Fiction Collection & Seating
  Reference Collection & Seating

CHILDREN'S LIBRARY

Children's AV Collection & Seating

The AV Collections should be immediately visible upon entering the Children's Library.

CLOSE:
  Children's Desk
  Children's PACE & Entrance

Children's Collection & Seating -

The children's collection and seating area needs to be adjacent to the children's desk so that staff can supervise and assist young children. This space should be close to and visible from the children's entrance.

ADJACENT:
  Juvenile Collection & Seating
  Children's Desk

CLOSE:
  Children's Preschool Play Area
  Children's Program Area
  L.I.T.E. Center

PROXIMITY:
  Children's OPAC & Entrance
  Children's Rest Room

CHILDREN'S LIBRARY

Children's Desk

The children's desk must be prominently located so that it is highly visible upon entering the children's library through the children's entrance. The location of this desk is critical since the staff at this desk must visually control the entire children's library. The children's desk is the hub of the entire children's library. The entrance to the children's rest room should also be able to be supervised from the children's desk. The children's desk should be close to the children's workroom since staff will walk back and forth between these two areas fairly frequently.

ADJACENT:

> Children's OPAC & Entrance
> Children's Reference Collection & Seating
> Children's Workroom

CLOSE:

> Children's AV Collections & Seating
> Children's Collections & Seating
> Children's Office
> Homework Club
> Juvenile Collections & Seating
> Children's Rest Room

PROXIMITY:

> Children's Program Area
> Children's Preschool Play Area
> Study/Tutoring Rooms

Children's Office

The office should be adjacent to the children's workroom, but the public should not have to go through the workroom to get inside of the office. The office should be private, but it should be located so that the staff in the workroom and at the children's desk can be supervised by the department head while sitting in the office.

ADJACENT:

> Children's Workroom
> Children's Desk

CHILDREN'S LIBRARY

Children's OPAC & Entrance

The OPAC "cluster" should be located just inside the children's entrance so that it is highly visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the children's desk so that the staff can assist children with searches in the on-line catalog. It should be positioned approximately equal distance from the children's and juvenile collections so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

    Children's Desk

CLOSE:

    Children's AV Collection & Seating
    Children's Collection & Seating
    Children's Reference Collection & Seating
    Juvenile Collection & Seating

PROXIMITY:

    Children's Rest Room
    Homework Club

Children's Preschool Play Area

The children's preschool play area should be adjacent to the children's collection and seating area and away from the juvenile collections and seating area. This space should also be fairly close to the children's desk for supervision purposes.

ADJACENT:

    L.I.T.E. Center
    Children's Collection & Seating

CLOSE:

    Children's Desk
    Children's Program Area

AWAY:

    Juvenile Collection & Seating
    Homework Club

Children's Program Area

The children's program area should be adjacent to the children's workroom, and close to the children's desk as well as the children's collection and seating area.

ADJACENT:

    L.I.T.E. Center
    Children's AV Collection & Seating

CLOSE:

    Children's Workroom
    Children's Desk
    Children's Collections & Seating
    Children's Preschool Area

PROXIMITY:

    Children's Rest Room

CHILDREN'S LIBRARY

Children's Reference Collection & Seating

The reference collection must be adjacent to the children's desk for quick and easy access by staff. It should also be relatively close to the children's workroom as well.

ADJACENT:

> Children's Desk
> Juvenile Collection & Seating

CLOSE:

> Children's OPAC & Entrance
> Children's Workroom
> Homework Club

Children's Rest Room

While the children's rest room should be reasonably convenient from the entrance to the children's library, they should not be too close to the entrance to the main library in order to discourage the use of this rest room by adults. The rest room is exclusively for children and for parents using the diaper changing stations. The children's rest room should be relatively quickly accessible from the children's collection space as well as the children's program area.

ADJACENT:

> Children's Desk

CLOSE:

> Custodial Sink & Supply Closet
> Children's OPAC & Entrance

PROXIMITY:

> Children's Collection & Seating
> Children's Preschool Play Area
> Children's Program Area

Children's Workroom

The workroom should be adjacent to the children's office. It should be close to the children's program area so that staff can go between the two spaces quickly and easily. Staff will supervise children in this area and prepare materials to be used during programs. The children's workroom should be located adjacent to the children's desk as well. The space should be removed from the noisy atmosphere of the children's library, but staff must be able to supervise children through out the library from the workroom.

ADJACENT:

> Children's Desk
> Children's Office

CLOSE:

> Juvenile Collection & Seating
> Children's Reference Collection & Seating
> Children's AV Collection & Seating

PROXIMITY:

> Children's Program Area
> L.I.T.E. Center

CHILDREN'S LIBRARY

Custodial Sink & Supply Closet

The custodial closet should be located adjacent to the children's rest room.

CLOSE:

Children's Workroom /

PROXIMITY:

Children's Rest Room

Homework Club

The Homework Club needs to be relatively close to the children's desk so that staff at the desk can not only supervise the space, but also provide assistance to students. The space should also be adjacent to the children's reference collection so that resources there can be use effectively by students in the Homework Club. Finally, students in the Homework Club will occasionally utilize the broader resources of the juvenile collection so the two spaces should be close enough to one another as well.

ADJACENT:

Children's Reference Collection & Seating ✓

Juvenile Collection & Seating/

CLOSE:

Children's Desk /

Study / Tutoring Room A, B, C, D ✓

PROXIMITY:

Children's OPAC & Entrance

Juvenile Collection & Seating

The juvenile collection and seating area should be relatively close to the children's on-line public access catalog since children of this age will be attracted to these units and will often be able to operate them by themselves. The space should be close to the children's desk, but the size of the collection will force it to be somewhat removed. This space should be visible from the children's entrance, but, again, it will likely be somewhat removed from the front of the children's library simply because of its size. This space should be in the proximity of the Homework Center since students in the Homework center will use some of the books in the Juvenile collection.

ADJACENT:

Homework Club ✓

Children's Reference Collection & Seating ✓

CLOSE:

Children's Desk ✓

PROXIMITY:

Children's OPAC & Entrance

Study/Tutoring Rooms

AWAY:

Children's Preschool Play Area ✓

CHILDREN'S LIBRARY

L.I.T.E. Center

The children's L.I.T.E. Center area should be adjacent to the Children's Program Area and close to the children's desk as well as the children's AV collection and seating area.

ADJACENT:
>Children's Program Area
>Children's AV Collection & Seating

CLOSE:
>Children's Workroom
>Children's Desk
>Children's Collections & Seating
>Children's Preschool Area

PROXIMITY:
>Children's Rest Room

L.I.T.E. Office

The office should be adjacent to the L.I.T.E. center. The office should be private, but it should be located so that the L.I.T.E. Center can be supervised by the librarian while sitting in the office.

ADJACENT:
>L.I.T.E. Center
>Children's Program Area

PROXIMITY:
>Children's Desk

Study/Tutoring Room "A"

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:
>Study / Tutoring Room B, C, D
>Juvenile Collection & Seating

CLOSE:
>Homework Club
>Children's Desk
>Children's Collection & Seating

CHILDREN'S LIBRARY

Study/Tutoring Room "B"

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:
          Study / Tutoring Room B, C, D
          Juvenile Collection & Seating

CLOSE:
          Homework Club
          Children's Desk
          Children's Collection & Seating

Study/Tutoring Room "C"

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:
          Study / Tutoring Room B, C, D
          Juvenile Collection & Seating

CLOSE:
          Homework Club
          Children's Desk
          Children's Collection & Seating

Study/Tutoring Room "D"

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:
          Study / Tutoring Room B, C, D
          Juvenile Collection & Seating

CLOSE:
          Homework Club
          Children's Desk
          Children's Collection & Seating

CHILDREN'S LIBRARY

Technology Areas

This computer lab should be adjacent to the children's library entry and close to children's desk for supervision and assistance.

ADJACENT:

Children's Desk

Children's OPAC & Entrance

CLOSE:

Homework Club

Children's Restrooms

PROXIMITY:

Children's AV Collection & Seating

CIRCULATION SERVICES

Book Drop

The book drop must be adjacent to the circulation desk as well as the lobby of the building and/or the exterior of the building near the front entrance. If possible, it is desirable for patrons to also be able to deposit library materials into this room from just inside the security gates, from the lobby as well from the exterior of the building for after hours return as well.

ADJACENT:

Library Entrance

Information Desk

Circulation Desk

Security Desk

CLOSE:

Circulation Work Area (1)

Sorting Area (1)

Circulation Workroom

CIRCULATION SERVICES

Circulation Desk

The circulation desk must be adjacent to the public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the circulation desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.

This circulation desk should be adjacent to the circulation workroom and office, close to the book drop and sorting area-1. The circulation desk should also be close to the AV collections and new book display as well as the children's library entrance.

ADJACENT:
  Public Entrance & Lobby
  Information Desk
  Circulation Work Area (1)
CLOSE:
  Circulation Workroom
  AV Collection & Seating
  Book Drop
  Sel-Check Out Bay
  Children's Library Entrance
  New Book Display
  Security Desk
PROXIMITY:
  Public Rest Rooms
AWAY:
  Loading Dock
  Shipping & Receiving
  Staff Entrance

Circulation Work Area - 1

The circulation desk, and sorting area (1) should be immediately adjacent to the circulation work area - 1. Staff will move frequently between each space, but particularly between the sorting area and the work area. For this reason, not only should there be quick and easy access between the spaces, but there should also be a clear view between the work area and the circulation desk so that staff can "fill-in" when the amount of books to be checked-in accumulates.

ADJACENT:
  Circulation Desk
  Sorting Area (1)
CLOSE:
  Circulation Workroom
  Storage/Supply Room

CIRCULATION SERVICES

Circulation Work Area - 2

The circulation work area (2), should be adjacent to the reference workroom, pages work area and sorting area (2).

ADJACENT:

Pages Work Area
Sorting Area (2)
Reference Workroom

CLOSE:

Reference Desk
Young Adult Library
Fiction Collection
Non-Fiction Collection

Circulation Workroom

Staff will move frequently between each space, but particularly between the desk, book drop and the workroom. For this reason, not only should there be quick and easy access between the spaces, but there should also be a clear view between the workroom and the circulation desk so that staff can "fill-in" when a line starts to form at the desk.

ADJACENT:

Sorting Area - 1
Circulation Work Area - 1

CLOSE:

Circulation Desk
Drive-up Book Return Window
Storage/Supply Room

Drive-up Book Return Window

The drive-up book return window must be adjacent to major vehicular entrance. It should be adjacent to staff service elevator and close to circulation work area and workroom.

ADJACENT:

Staff service elevator

CLOSE:

Circulation Work Area - 1
Circulation Workroom
Sorting Area - 1

CIRCULATION SERVICES

Information Desk

The information desk must be adjacent to the public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the information desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.
The information desk should be close to self-check out bay and security desk.

ADJACENT:

Public Entrance & Lobby
Circulation Desk
Adaptive Technology Visually Disabled

CLOSE:

AV Collection & Seating
Self-Check Out Bay
Security Desk
Children's Entrance
New Book Display

PROXIMITY:

Public Rest Rooms

Pages' Work Area

The sorting area (2), circulation work area (2), should be immediately adjacent to the pages work area. Staff will move frequently between these spaces, and the stacks. There must be easy access between the spaces and sight lines between the workroom and the reference desk so that staff can fill-in if a line starts to form at the desk.

ADJACENT:

Sorting Area - (2)
Circulation Work Area (2)

CLOSE:

Reference Desk
Fiction Collection & Seating
Non-Fiction Collection & Seating
Reference Collection & Seating
Young Adult Collection & Seating

PROXIMITY:

Staff Restrooms
Staff Lounge

Division Name

Space Name
Description/Detail Data

CIRCULATION SERVICES

Self-Check Out Bay
The self-check out bay should be supervised by both security desk and circulation desk. This area must be located at but off the major circulation and near the library entrance.

ADJACENT:
> Information Desk
> Library Entrance

CLOSE:
> Circulation Desk
> Security Desk

PROXIMITY:
> AV Collection & Seating

Sorting Area - 1
The sorting area must be adjacent to the circulation workroom and circulation work area - 1. A close proximity to the drive-up book return window would help pages and circulation staff moving book trucks as they replenish the sorting shelves.

ADJACENT:
> Circulation Work Area -1
> Storage/Supply Room
> Circulation Workroom

CLOSE:
> Book Drop
> Circulation Desk

PROXIMITY:
> Drive -up Book Return Window

Sorting Area - 2
The sorting area must be adjacent to the circulation work area - 2. A close proximity to the circulation workroom would help pages and circulation staff moving book trucks as they replenish the sorting shelves.

ADJACENT:
> Reference Workroom
> Pages Work Area
> Circulation Work Area - 2

CLOSE:
> Fiction Collection & Seating
> Non-Fiction Collection & Seating
> Reference Collection & Seating
> Young Adult Collection & Seating

CIRCULATION SERVICES

Storage/Supply Room

This area should be close to the staff service elevator and in the proximity of the circulation and reference work areas.

CLOSE:

> Circulation Work Area - 1
> Circulation Workroom
> Sorting Area - 1

F.T.L.C - HOMEWORK CENTER

Computer Center

The Homework Center will need to be open longer hours than the library proper. This may require a separate entrance off the main library entrance.

ADJACENT:

> Service Desk (FLTC)
> Homework Center

PROXIMITY:

> Public Restrooms

Homework Center

The Service Desk (FTLC) will need to be adjacent to the Homework Center.

ADJACENT:

> Service Desk
> Computer Center

CLOSE:

> FTLC - Career Center
> FTLC - Literacy Center
> Public Rest Rooms

Public Rest Rooms

The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the FLTC Service Desk if possible.

ADJACENT:

> Service Desk (FTLC)- (Sight Lines)

CLOSE:

> FTLC - Homework Center
> FTLC - Career Center
> FTLC - Literacy Center

F.T.L.C - HOMEWORK CENTER

Service Desk (FLTC)

The Service Desk (FTLC) must be prominently located so that it is highly visible upon entering the homework center. The location of this desk is critical since the staff at this desk must visually control the entire FTLC center. There is a particularly strong relationship between this desk and the text collections and seating.

ADJACENT:

> FTLC - Homework Center
> FTLC - Literacy Center
> FTLC - Career Center

CLOSE:

> Computer Center
> Public Rest Rooms

F.T.L.C. - CAREER CENTER

Career Center

This area is located within the Family Training & Learning Center.

WITHIN:

> FTLC - Family Learning & Training Center

ADJACENT:

> FTLC Service Desk
> FTLC Homework Center
> FTLC Literacy Center
> Library Entrance

PROXIMITY:

> Public Rest Rooms

F.T.L.C. - LITERACY CENTER

Literacy Computer Lab

This space should be adjacent to the literacy specialist's office so the literacy librarians can supervise and assist.

ADJACENT:

> Literacy Specialist's Office
> Literacy Study/Tutoring Area

CLOSE:

> FTLC - Homework Center
> FTLC - Career Center
> Service Desk (FTLC)

PROXIMITY:

> Public Rest Rooms

F.T.L.C. - LITERACY CENTER

Literacy Specialist's Office

This office should be in visual range of the other areas of the literacy center.

ADJACENT:
> Literacy Study/Tutoring Area
> Literacy Computer Lab

CLOSE:
> Service Desk (FTLC)
> Public Restrooms

Literacy Study/Tutoring Area

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the other areas of the literacy center.

ADJACENT:
> Literacy Specialist's Office
> Literacy Computer Lab

CLOSE:
> Service Desk (FTLC)
> Public Restrooms

FICTION COLLECTION

Fiction Collection & Seating

The fiction collection should be in the proximity of the New Book Display area and the AV Collection & Seating. There is a relationship between the Fiction Collection & Seating and the Non-Fiction Collection & Seating. Reference staff will provide some reader's advisory assistance to patrons from the reference desk.

ADJACENT:
> Reference Desk
> On-Line Public Access Catalog (OPAC)
> YA Collection &Cyber Cafe

CLOSE:
> Non-Fiction Collection & Seating
> Reference Collection & Seating
> Public Entrance & Lobby

The paperback collection should also be highly visible and accessible, but the shelving units for these may be spread around the Fiction Collection & Seating space and placed wherever space permits.

Large print books are mostly fiction books and are used most frequently by seniors or others with failing eyesight. These books may be located anywhere in the fiction collection, but they should be relatively easy to find, and will probably best go somewhere next to the genre collection.

GENERAL BUILDING SERVICES

Bicycle Lockers

This area should be adjacent to library entrance.

ADJACENT:
Library Entrance

Custodial Workroom

The workroom should be located in a remote area of the library that is not useful for library functions.

PROXIMITY:
Public Rest Rooms
Staff Rest Rooms

Friend's Book Storage & Workroom

The Friend's book storage & workroom needs to be as close as possible to the Friends' bookstore and in the proximity of the shipping and receiving area and loading dock since deliveries to this area will be occasional.

ADJACENT:
Friends' Bookstore
PROXIMITY:
Shipping & Receiving
Loading Dock

General Library Storage Room

This area should be close to the shipping and receiving area and the loading dock and in the proximity of the custodial workroom.

CLOSE:
Loading Dock
Shipping & Receiving

Loading Dock

The loading dock must be adjacent to the drive-up book drop. It will be located in the underground parking area.

CLOSE:
Shipping & Receiving
PROXIMITY:
General Library Storage Room
Friends' Workroom & Storage
Mechanical Equipment Room
AWAY:
Most All Public Service Areas

Mechanical / Electrical/ Elevator Equipment

This room needs to be in the proximity of the loading dock.

PROXIMITY:
Loading Dock

GENERAL BUILDING SERVICES

Public Rest Rooms

The entrance to the rest rooms should be visible from the circulation desk.

ADJACENT:
> New Book Display
> Audio-Visual Collection & Seating
> Current Magazine and Newspaper Display and Seating Area

CLOSE:
> Public Entrance & Lobby
> Friend's Bookstore & Coffee Bar
> Circulation Desk

Recycling & Waste Disposal Storage

This space should be adjacent to major vehicular traffic.

Shipping & Receiving

Adjacent to the loading dock and mail room, close to the Friend's book storage and general library storage and in the proximity of the technical services workroom as well as the computer room.

ADJACENT:
> Information Technology Department

CLOSE:
> Loading Dock or Service Elevator
> Friend's Book Storage & Workroom
> General Library Storage Room
> Pages Work Area

Telecommunications/Data

Given that all areas of the library must be wired from this room, all efforts should be made to locate this area centrally so that, if possible, data lines don't exceed 300 feet.

PROXIMITY:
> Information Technology Department-City of Fontana

LIBRARY ENTRANCE

Friends' Bookstore

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. An adjacency to the Friends' Workroom would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

ADJACENT:
> Public Entrance & Lobby
> Friends' Book Storage & Workroom
> Firend's Coffee Bar
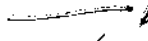
LIBRARY ENTRANCE

Friend's Coffee Bar

The Friend's Coffee Bar must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library.

ADJACENT:

Friend's Bookstore
Public Entrance & Lobby
F.T.L.C. - Family Learning & Training Center

CLOSE:

Auditorium
Conference Room
Meeting Room

Public Entrance & Lobby

The public entrance and lobby is the focal point and primary access conduit to all parts of the library building including the library proper and all ancillary services. Access to the meeting rooms as well as the library proper should be off the lobby.

ADJACENT:

Circulation Desk
Friend's Bookstore
Friend's Coffee Bar
Public Meeting Rooms

CLOSE:

AV Collection & Seating
Children's Library Entrance
New Book Display

AWAY:

Loading Dock

LIBRARY ENTRANCE

Security Desk

The security desk must be adjacent to the public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the circulation desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.

This circulation desk should be adjacent to the circulation workroom and office, close to the book drop and sorting area-1. The circulation desk should also be close to the AV collections and new book display as well as the children's entrance.

Finally, when approaching the security desk, patrons should reach the self check-out stations.

ADJACENT:

> Public Entrance & Lobby
> Information Desk
> Circulation Work Area (1)

CLOSE:

> Circulation Workroom
> AV Collection & Seating
> Book Drop
> Children's LibraryEntrance
> New Book Display

PROXIMITY:

> Public Rest Rooms

AWAY:

> Loading Dock
> Shipping & Receiving
> Staff Entrance

LOCAL HISTORY & GENEALOGY

Local History Collection & Seating

The Local History Collections should be in a more remote area of the library, but reasonably close to the Reference Desk and preferably visible from the Reference Desk so that staff can help supervise the area.

CLOSE:

> Reference Desk

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection should be close to the On-Line Public Access Catalog and the Reference Desk. Further, the Non-Fiction collection should be easily accessible and in the proximity of the Copy Center, the Reference Collection, Public Rest Rooms and the Fiction Collection & Seating. The non-fiction collection should be far away from the noise of the Children's Library.

CLOSE:

On-Line Public Access Catalog (OPACs)
Reference Desk

PROXIMITY:

Copy Center (Reference)
Fiction Collection & Seating
Public Rest Rooms
Reference Collection & Seating

AWAY:

Children's Entrance

PERIODICALS COLLECTION

Back Issue Periodicals

This area should be close to the staff service elevator and in the proximity of the circulation and reference work areas.

CLOSE:

Circulation Work Area (1)
Circulation Workroom
Sorting Area (1)

Current Magazine & Newspaper Display & Seating

The location of the current magazine and newspaper display area is quite flexible. While some patrons prefer it to be near the new books, an equal number prefer it to be somewhat more removed from the hustle and bustle of the library's popular library. This space, the 'living room' of the library, should be a relaxing and warm environment where patrons can read magazines and newspapers at their leisure. Since the materials are newest and most popular, there will be many people using them, however, the space should be somewhat cloistered and out of the way so that patrons which choose to remain in the space for a long time can do so without being unduly disturbed. Wherever it is located, it will be advantageous if the staff at the circulation desk can supervise it.

ADJACENT:

New Book Display
AV Collection & Seating

CLOSE:

Public Entrance & Lobby
Circulation Desk
Back Issue Periodicals

PUBLIC MEETING ROOMS

Auditorium

The auditorium must be adjacent to the lobby and AV, chair and table storage room, close to the public rest rooms, conference room, meeting room and kitchenette. The entrances to the auditorium should be to the back of the room so that late arrivals will not disturb a meeting already in progress.

ADJACENT:

AV, Chair & Table Storage Room
Public Entrance & Lobby

CLOSE:

Conference Room
Kitchenette
Meeting Room
Public Rest Rooms

PROXIMITY:

Custodial Sink & Supply Closet

Conference Room

The conference room should be easily accessible from the public entrance and lobby of the building as well as readily accessible to rest rooms and auditorium stage since this room can also be used as a dressing room of the auditorium

ADJACENT:

Auditorium

CLOSE:

Public Entrance & Lobby
Meeting Room

PROXIMITY:

Custodial Sink & Supply Closet
Public Rest Rooms

Kitchenette

Refreshments should be able to be served from the kitchenette directly to the meeting room or directly to the lobby via a service window. The kitchenette should also be close to the auditorium and conference room for easy access.

ADJACENT:

Meeting Room

CLOSE:

Auditorium
Conference Room

PUBLIC MEETING ROOMS

Meeting Room

The meeting room should be easily accessible from the public entrance and lobby of the building as well as readily accessible to rest rooms. The auditorium and conference room should be relatively close by as well. The kitchenette should be adjacent to the rear entrance of the meeting room so that caterers can bring in refreshments without disturbing an on-going meeting. The kitchenette should also be adjacent to the lobby where refreshments will actually be served. It is highly desirable if a "pass-through" window arrangement can be accommodated, so that light refreshments can be served out of the kitchenette without having to set up separate tables.

ADJACENT:
> Auditorium
> Kitchenette
> Public Entrance & Lobby

CLOSE:
> Conference Room
> Public Rest Rooms

PROXIMITY:
> Custodial Sink & Supply Closet

Public Meeting Rooms Entrance & Lobby

The public meeting room entrance and lobby should be easily accessible from the public entrance and lobby of the building as well as readily accessible to rest rooms. The auditorium and conference room should be relatively close by as well.

ADJACENT:
> Public Entrance & Lobby
> Auditorium

CLOSE:
> Conference Room
> Meeting Room
> Public Rest Rooms

PROXIMITY:
> Custodial Sink & Supply Closet

PUBLIC MEETING ROOMS

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:
  Public Entrance & Lobby

CLOSE:
  Auditorium
  Conference Room
  Friends' Bookstore
  Friends' Coffee Shop
  Meeting Room
  Circulation Desk
  Custodial Sink & Supply Closet

REFERENCE SERVICES

Computer Lab

This room should be close to the Reference Desk since the reference staff will be primarily responsible for its supervision. The Computer Lab should be easily accessible from the Young Adult Collection and Seating Area and to the Public Rest Rooms.

CLOSE:
  Reference Desk
PROXIMITY:
  Public Rest Rooms
  Young Adult Collection & Seating

Conference Room

The conference room should be close to the reference desk.
CLOSE:
  Reference Desk
PROXIMITY:
  Public Rest Rooms

REFERENCE SERVICES

Copy Center

The reference copy center should be close to the reference desk as well as the reference collection. Occupants of the copy center should be able to be easily seen and easily reached by the staff at the reference desk since they will be required to provide assistance with paper jams, etc.

CLOSE:

    Reference Desk
    Non-Fiction Collection & Seating
    Reference Collection & Seating
    YA Collection & Cyber Cafe

PROXIMITY:

    Local History & Genealogy

Custodial Sink & Supply Closet

The closet can be located anywhere in the reference services division as long as it is convenient for custodians to utilize when cleaning the area.

On-Line Public Access Catalog (OPAC)

The OPAC cluster must be adjacent to the reference desk so that the reference staff can assist patrons when they are having difficulties using the OPACs and so that patrons can easily reach reference librarians when they have questions. The OPAC cluster must be close to the non-fiction and reference collections since many patrons will proceed on from the OPAC cluster to these collections after finding a citation in the catalog. There is a similar relationship with the fiction collection, but it occurs less often since fiction books are shelvined alphabetically by author and easy to find.

ADJACENT:

    Reference Desk

CLOSE:

    Non-Fiction Collection & Seating
    Reference Collection & Seating
    Fiction Collection & Seating
    YA Collection & Cyber Café

Public Rest Rooms

The reference services public rest rooms must be in the proximity of the YA collection & cyber café and fiction collection & seating, the study/tutoring rooms, the reference desk as well as the non-fiction and reference collections.

PROXIMITY:

    Fiction Collection & Seating
    Non-Fiction Collection & Seating
    Reference Collection & Seating
    Reference Desk
    YA Collection & Cyber Café

REFERENCE SERVICES

Reference Collection & Seating

The reference collection and seating must be adjacent to the reference desk and close to the on-line public access catalog (OPAC) as well as the copy center. The reference collection should be near the copy center so that it is convenient for patrons to photocopy reference materials. While the reference collection is an extension of the non-fiction collection, there should be a clear division between the two collections so that there is no confusion between the two by library patrons.

ADJACENT:

    Reference Desk

CLOSE:

    Copy Center (Reference)
    On-Line Public Access Catalog (OPAC)
    Non-Fiction Collection & Seating

AWAY:

    Children's Entrance

Reference Desk

The reference desk is the hub of the reference division and therefore should be the predominant feature in this division. It must be adjacent to the OPAC cluster, the reference workroom, the reference office and the reference collection. The reference desk should be close to the computer lab, the non-fiction collection, the local history & genealogy collection, the copy center and the study/tutoring rooms. It must also be in the proximity of the fiction collection and to young adult collection.

ADJACENT:

    On-Line Public Access Catalog (OPAC)
    Reference Collection & Seating
    Non-Fiction Collection & Seating

CLOSE:

    Computer Lab
    Conference Room
    Copy Center
    Local History & Genealogy
    Fiction Collection & Seating
    YA Collection & cyber Cafe
    Study/Tutoring Rooms

PROXIMITY:

    Public Rest Rooms (Reference)

AWAY:

    Children's Entrance

REFERENCE SERVICES

Reference Workroom

The reference workroom should be close to the reference desk and sorting area.

ADJACENT:

Circulation Work Area - 2
Pages Work Area
Sorting Area - 2

CLOSE:

Reference Desk
Technical Services Work Area

Study/Tutoring Room A

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the reference desk and/or reference workroom.

CLOSE:

Reference Desk

Study/Tutoring Room B

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the reference desk and/or reference workroom.

CLOSE:

Reference Desk
Study/Tutoring Rooms

STAFF SERVICES

Custodial Sink & Supply Closet

The closet can be located anywhere in the Staff Services Division as long as it is convenient for custodians to utilize when cleaning the Staff Kitchenette, Lounge and Staff Restrooms.

CLOSE:

Kitchenette
Staff Lounge
Staff Restrooms

Kitchenette

Refreshments should be able to be served from the kitchenette directly to the staff lounge. The kitchenette should also be close to the custodial sink and supply closet as well for quick clean up of spills.

ADJACENT:

Staff Lounge

CLOSE:

Custodial Sink & Supply Closet

STAFF SERVICES

Staff Entrance & Lobby

The staff entrance must be close to the staff lounge.

ADJACENT:
> Staff Elevator

CLOSE:
> Staff Lounge
> Staff Restrooms

PROXIMITY:
> City of Fontana - Information Technology Department
> Technical Services Work Area

Staff Lounge

The Staff Lounge should be adjacent to the Staff Restrooms, however the rest rooms should not open into the Staff Lounge. The Staff Lounge should be in the proximity of the Staff Entrance & Lobby.

ADJACENT:
> Kitchenette
> Staff Restrooms

CLOSE:
> Custodial Sink & Supply Closet

PROXIMITY:
> Staff Entrance & Lobby
> Technical Services Work Area

Staff Restrooms

The Staff Restrooms should be adjacent to the Staff Lounge, however the rest rooms should not open into the lounge. The Staff Restrooms should also be close to the Staff Kitchenette and the Custodial Sink and Supply Closet. These restrooms should not be accessible to the public.

ADJACENT:
> Staff Lounge

CLOSE:
> Custodial Sink & Supply Closet
> Kitchenette

PROXIMITY:
> Staff Entrance & Lobby

TECHNICAL SERVICES

Mending & Processing

The Technical Services Workroom should be adjacent to the Technical Services Office and Storage/Supply Room and close to the Computer/Telecommunications Room.

ADJACENT:
> Technical Services Work Area
> Shipping & Receiving

CLOSE:
> Telecommunications/ Data

PROXIMITY:
> IT Department - City of Fontana
> Staff Entrance & Lobby

Technical Services Work Area

The Technical Services Work Area should be adjacent to Mending & Processing and close to Shipping & Receiving and the City of Fontana - Information Technology Department. The Reference Workroom could be located adjacent to Technical Services to share soome facility space.

ADJACENT:
> Mending & Processing
> Reference Workroom

CLOSE:
> Shipping & Receiving
> City of Fontana - Information Technology Department.

YOUNG ADULT LIBRARY

Study/Tutoring Room C

The Study/Tutoring Rooms should be part of the young adult collection. They should be visible from the Reference Desk for supervision and so that the staff can assist with homework assignments.

CLOSE:
> Homework Club
> Study/Tutoring Room D
> Reference Desk
> YA Collection & Cyber Café

Study/Tutoring Room D

The Study/Tutoring Rooms should be part of the young adult collection. They should be visible from the Reference Desk for supervision and so that the staff can assist with homework assignments.

CLOSE:
> Homework Club
> Study/Tutoring Room C
> Reference Desk
> YA Collection & Cyber Café

YOUNG ADULT LIBRARY

YA Collection & Cyber Café

The Young Adult Collection & Seating area should be adjacent to the Study/Tutoring Rooms. The Young Adult Collection & Seating space should be visible from, and in proximity to, the reference desk so that the reference staff can assist young adults with homework assignments and encourage them to begin to use the resources of the adult library's print collection.

CLOSE:

      Homework Club
      Fiction Collection & Seating
      Study/Tutoring Room C & D
      Reference Desk

YA Homework Club

The young adult homework club will need to be adjacent to the young adult collections and seating and the reference desk.

ADJACENT:

      Reference Desk
      YA Collection & Cyber Cafe

CLOSE:

      Study/Tutoring Room C & D
      Reference Collection & Seating